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U.S. DEPARTMENT OF AGRICULTURE - WAR FOOD ADMINISTRATION

FARM SECURITY ADMINISTRATION

FUNCTIONAL ORGANIZATION CHART - REAL ESTATE OPERATIONS

ADMINISTRATOR

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U. S. DEPARTMENT OF AGRICULTURE

OFFICE OF THE ASSISTANT ADMINISTRATOR IN CHARGE

Under the general supervision and direction of the Administrator to correlate activities of the FSA pertaining to real estate and real estate lending and servicing; to effect economies, and to expedite the liquidation of resettlement projects and rural rehabilitation projects for resettlement purposes; and to be in charge of and have full responsibility for the Farm Ownership, Project Sales and Engineering Divisions.

FARM OWNERSHIP DIVISION

OFFICE OF THE DIRECTOR

To advise and assist the Assistant Administrator in Charge in developing and executing policies and procedures (1) for making and servicing loans in accordance with the provisions of Title I and related portions of Title IV of the Bankhead-Jones Farm Tenant Act and (2) for servicing security instruments resulting from the sale of project properties; to observe for the Assistant Administrator in Charge, by field trips and analysis of periodical and special reports, the progress of the program and the general application of approved policies; to be responsible for the administrative direction of the insurance programs; and to furnish the Assistant Administrator in Charge with such reports as may be required.

LOAN MAKING SECTION

To recommend policies and procedures relating to the making of Farm Ownership loans, including selecting families and farms, optioning farms, determining earning capacity values of farms, making farm and home plans, clearing titles, and planning and completing farm and home improvements; and to plan and execute a program of instructions for FSA personnel including committeemen in all phases of FO loan making.

LOAN SERVICING SECTION

To recommend policies and procedures relating to the servicing of Farm Ownership loans and vendee loans resulting from the sale of project real properties, including supervising borrowers, checking borrowers' accounts and inventories annually; preparing annual income returns, determining amounts due under the variable payment plan; collecting amounts due; preparing for and conducting business and educational meetings of borrowers; protecting securities by an effective program of property maintenance, by requiring that such securities be adequately insured and that insurance premiums and tax payments be kept current; repossessing farms and miscellaneous project properties under the jurisdiction of the Division for servicing purposes; managing and selling repossessed properties; and planning and executing a program of instruction for FSA personnel including committeemen in all phases of loan servicing.

INSURANCE SECTION

To recommend policies and procedures relating to the insurance programs carried out by the Farm Security Administration; to review existing contracts with carriers, make recommendations as to provisions, solicit bids for new coverage; to develop and recommend such criteria as will enable regional directors to see that adequate property, life and mortgage title insurance programs are carried out and to provide for the servicing of such programs; to give technical advice and assistance to divisional and regional officials on the various phases of the property, life and mortgage title insurance programs; to direct educational programs for the furtherance of fire prevention practices on properties in which the Government has an insurable interest and for the promotion of the life insurance program among FSA borrowers.

ENGINEERING DIVISION

OFFICE OF THE CHIEF ENGINEER

To advise and assist the Assistant Administrator in Charge in developing and executing policies and procedures regarding architectural, engineering, construction and inspection activities of the FSA; and to observe for the Assistant Administrator in Charge, by analysis of reports and field trips, the general application of approved policies, and to furnish the Assistant Administrator in Charge with such reports as may be required.

To supply technical services and provide for the performance and supervision of all architectural, engineering, construction and inspection activities in connection with work performed by the FSA through direct employment contract or other means; and to provide such review, supervision and inspection of the above activities as are required when those activities are performed by individuals or organizations through the FSA; to establish offices for, and direct the activities of, the district engineers.

PROJECT SALES DIVISION

OFFICE OF THE DIRECTOR

To advise and assist the Assistant Administrator in Charge in devising and executing policies and procedures necessary in the liquidation and interim management of those projects and properties under the jurisdiction of the FSA designated for liquidation by law and Congressional mandate and otherwise; to observe for the Assistant Administrator in Charge, by field trips and analysis of periodical and special reports, the progress of the program and the general application of approved policies; and to furnish the Assistant Administrator in Charge with such reports as may be required.

ANALYSIS AND SALES SECTION

To recommend for approval of the Assistant Administrator in Charge, the procedures to be followed by the Regional Directors in selling project real and personal property without prior approval and review of the Washington office, and to review operations under these procedures; to assist the field in preparing conveyance proposals requiring approval of the Administrator or the War Food Administrator; to analyze and make recommendations to the Assistant Administrator in Charge concerning their approval; to coordinate inter-divisional, intra-departmental and inter-departmental clearances of such proposals; to handle conveyance of facilities to cooperative associations or to private enterprises; to process proposals for the conveyance of schools and other facilities to public bodies and others; to develop and recommend procedures for the sale of properties by Defense Relocation Corporations and land purchasing associations and for the liquidation of land leasing associations; to provide for the assignment of security instruments taken in such sales to the Government and for the submission of offers to compromise by such associations and for dissolution of such associations; to recommend proposals for terminating long-term leases with development associations, sale of individual units to families and the sale of commercial facilities; to review and process proposals to liquidate industrial cooperatives and to arrange for disposition of equipment.

PROPERTY MANAGEMENT SECTION

To develop and recommend criteria for leasing property pending consummation of liquidation; to study and recommend proposals of reorganization and development necessary to liquidation of project property; to review and recommend operating and liquidation budgets for Defense Relocation Corporations and land purchasing associations; to recommend and to review the operations of such accounting procedures, financial and statistical reports and collection and servicing policies as may be necessary to interim management of project properties; to develop and recommend procedures for conversions of purchase contracts and the cancellation and modification of existing leases; to coordinate with the regions and with the Public Finance Service unit of BAE, arrangements for agreements for payment in lieu of taxes and for the secession of such agreements; to develop and recommend procedures for the proration of tax charges to be reimbursed to the Government by borrowers under purchase contracts and under deeds, notes, and mortgages; to develop and recommend procedure for settling tax problems arising from return of land to private ownership; to develop and recommend such criteria as will enable the Area Director of the Water Conservation and Utilization Program and the Regional Directors to acquire real property as provided by law; to recommend the execution and approval of easements or rights-of-way with respect to such property; to recommend the execution and approval of service contracts in connection with land acquisition, and to maintain adequate records with respect to such transactions.

Recommended Frank Hancock — Date NOV 9, 1944

Approved as to organization only [signature] Date 11/24, 1944

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